



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

Memorandum

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director  
Office of Environmental Policy and Compliance

Debra E. Sonderman, Director  
Office of Acquisition and Property Management

Subject: Departmental Sustainable Buildings Assessment Compliance Tool

This memo transmits the Departmental Sustainable Buildings Assessment Compliance Tool (Tool). This Tool has been officially reviewed by bureaus and offices, and comments incorporated. Use of the final draft of this Tool was initially required by the Department of the Interior Guidance Release for American Reinvestment and Recovery Act requirements (ARRA DIG) issued April 23, 2009, and the ARRA DIG Amendment issued August 11, 2009. This Tool is substantively the same with formatting changes to improve the ease of use. The attached Tool replaces the final draft version in the ARRA DIG.

The Tool implements the Department's Sustainable Buildings Implementation Plan including the sustainable building requirements the Energy Independence and Security Act, the Energy Policy Act of 2005, and Executive Orders 13423 and 13514. The current version of the Department's SBIP and the Office of Management and Budget High Performance and Sustainable Buildings guidance are available on-line at [www.doi.gov/greening](http://www.doi.gov/greening).

Attachment



**U.S. Department of the Interior**  
**Sustainable Buildings Assessment and Compliance Tool**

This Departmental Sustainable Buildings Assessment Compliance Tool (Tool) implements the Department's Sustainable Buildings Implementation Plan (SBIP). The SBIP implements the sustainable building requirements of Executive Order 13423, the Energy Independence and Security Act, and the Energy Policy Act of 2005. Note, the SBIP issued in June 2008 is undergoing review to integrate the sustainable building requirements of the new Executive Order 13514. Executive Order 13514 requirements are consistent with all previous requirements in that applicable buildings must meet 100% of the Guiding Principles for High Performance and Sustainable Buildings (GPs) to be considered "sustainable."

An explanation of buildings that must comply with this Tool is found in the latest version of the SBIP. The compliance checklists contained in this Tool are checklists which directly represent the requirements of the GPs and therefore the requirements of the SBIP. The current version of the SBIP and the current version GPs, issued in December 2008 by the Office of Management and Budget (OMB), are available on-line at [www.doi.gov/greening](http://www.doi.gov/greening).

This Tool was previously issued in final draft on April 23, 2009 as an attachment to the Departmental of the Interior Guidance Release for American Reinvestment and Recovery Act requirements, ARRA-2009-01 (ARRA DIG), and again on August 11, 2009 as an attachment to ARRA DIG Amendment. This final Tool is substantively the same as the final draft issued with the ARRA DIG and the ARRA DIG Amendment. This Tool replaces the final draft version in the ARRA DIG. In summary, the ARRA DIG requires that all projects for all applicable Department owned buildings funded by ARRA undergo a mandatory implementation review of this Tool to ensure that the building is brought into compliance with all applicable requirements as allowed by ARRA deadlines.

This Tool is a Microsoft Excel workbook with six worksheets (or tabs below):

- 1) This Introduction,
- 2) The Compliance Checklist for New Construction and Major Renovations,
- 3) The Guidance for Using the New Construction and Major Renovations Checklist,
- 4) The Compliance Checklist for Existing Buildings,
- 5) The Guidance for Using the Existing Buildings Checklist, and
- 6) Historic Building Definitions.

Printing tip - to print all worksheets (or Tabs) in this Tool, select "entire workbook" under the "print what" section of the printing menu (same menu where you select the number of copies to print).